



GENERAL OFFICE OCCUPATIONS

REGISTER NOW!

Learn:

- Microsoft Office Suite
- Google apps network systems,
- Telecommunication procedures
- Filing and managing records
- Processing business documents
- Accounting and other financial activities
- Sending and receiving mail
- Managing offices activities
- Computer and other office equipment

Location:

**54 N. Main St., Ste. 10
Porterville, CA 93257**

Contact Number:

**Porterville Service Center: (559) 781-1852
WMSE Administration Office: (559) 471-4550**

Time:

**12 weeks or 420 Hours
(8 weeks in class & 4 weeks of externship)
Training Starts Every 9 Weeks**

William M. Maguy School of Education

a Division of Proteus, Inc.

**1440 N. Shirk Road, Visalia, CA 93291
(559) 471-4550 | www.proteusinc.org**



Mission To provide quality education through career and technical hands-on training and academic instruction that will empower students to obtain marketable skills that lead to employment and self-sufficiency.

